

**NEOGOV PE**  
**LARA TIPS AND GUIDELINES**  
**PREPARING PERFORMANCE PLANS AND REVIEWS**

**Performance Plans**

- ✓ All LARA employees must receive a performance review at least annually. All non-probationary LARA classified employees will have an annual rating period of 1/1 – 12/31.
- ✓ The NEOGOV PE performance management instructional manual is available through your [self-service account](#) by clicking on 'Performance Management'.
- ✓ A performance management **plan** is the initial selection of competencies and creation of goals/objectives for a rating period. A performance management **review** is an evaluation of an employee's performance during a rating period based on the competencies and goals/objectives identified in the plan.
- ✓ Whenever you have the option, you should always "SAVE" before exiting a screen to avoid losing information that has been added.
- ✓ Required goals/objectives have been identified and are pre-loaded to the employee's plan. Additional goals/objectives may be added subject to approval as outlined in the instructional documents, "Required Objectives & Competencies" links below.
- ✓ Any added goals/objectives should be specific, measurable, attainable, realistic, time based, (SMART) and consistent with the department's and bureau's goals.
- ✓ Required competencies have been pre-loaded to the employee's performance plan record. These pre-loaded competencies may not be deleted, and additional competencies may not be added to the plan.
- ✓ The performance plan must be set up for each employee at the beginning of the rating period.
- ✓ The manager must click "**start evaluation**" to finalize the plan and the plan must then be certified by the employee.
- ✓ All supervisors/managers in an employee's chain of command have access to subordinate employees on-line performance management records.

**Instructional Materials for Managers & Supervisors**

[Group 1 & 2 Required Objectives & Competencies](#) (link)

[Group 3, 4 Required Objectives & Competencies](#) (link)

[SES Required Objectives & Competencies](#) (link)

## **Performance Reviews**

- ✓ The supervisor must review all ratings (probationary, annual, interim and follow-up) with the employee.
- ✓ When providing comments for goals/objectives, merely stating "performance objective met", "meets expectations, "completed", or other similarly brief phrase, is not sufficient and does not provide the employee with any meaningful feedback.
- ✓ If a supervisor/manager is considering an overall rating of "Needs Improvement" (NI) for a non-probationary employee, or "Unsatisfactory" (UN) for a probationary employee, they must contact the Office of Human Resources before issuing the rating. "Unsatisfactory" overall ratings are considered discipline and a disciplinary conference must be held to issue the rating. There may also be other requirements to be considered depending on the bargaining unit.
- ✓ Any competency given a rating of "UN" (Unsatisfactory), "NI" (Needs Improvement), or "HP" (High Performing) **must** be accompanied by a narrative evaluation. It is highly recommended that raters also provide narrative comments for "ME" (Meets Expectations) ratings.
- ✓ Performance reviews are professional development tools and do not replace corrective or disciplinary action. Annual ratings should reflect an employee's actual performance throughout the year and include any disciplinary or counseling issues that were addressed.
- ✓ If an employee goes on leave during a probationary rating period, the rating period is extended for a period of time equivalent to the leave period. The supervisor/manager should contact OHR prior to the end date of the review period for assistance in modifying the probationary review dates.